



**RECORD OF PROCEEDINGS**

*Minutes of* **NORWICH TOWNSHIP RECORDS COMMISSION** *Meeting*

**5181 NORTHWEST PARKWAY, HILLIARD, OHIO**

*Held* **November 3, 2020**

The virtual Records Commission meeting was called to order at 2:00 pm by Tim Roberts.

Roll Call - **Tim Roberts, Chairman – Board of Trustees**  
**Jamie Fisher, Township Administrator**  
**Jeff Warren, Fire Chief**  
**Jamie Miles, Fiscal Officer**

**AGENDA ADDITIONS** – None

**PUBLIC PARTICIPATION** – None

**Records Purge**

The next records purge is scheduled for April 2021. Chief Warren has a few boxes that he will put together for the next purge. Mrs. Fisher will have a couple of boxes to purge also. Mrs. Miles reported that Fiscal would not have a major purge since it is an audit year.

Motion by Tim Roberts, seconded by Jamie Fisher to adjourn the Records Commission meeting of November 3, 2020 at 2:05 pm.

A handwritten signature in cursive script, appearing to read "J. Miles", written over a horizontal line.

**Jamie Miles, Fiscal Officer**